Scholarship Award Regulations

1. General Eligibility
All students who are regularly enrolled at Göttingen University are eligible to apply. Non-German citizens cannot apply, if the target country for their study abroad, internship etc. is their home country.

2. Projects Eligible for Funding
The following projects are generally eligible for funding worldwide (please note the special conditions for semester scholarships and internships under the Erasmus+ KA103 programme).

Funding is only permitted, if no travel warning by the Federal Foreign Office is in effect for the region in question (www.auswaertiges-amt.de).

Tuition fees cannot be subsidized.

a) Study abroad
→ at foreign universities (for degree theses also at companies) with a duration from one to six months in monthly instalments and/or one-off travel allowances. Funding through semester scholarships is generally excluded for countries participating in the ERASMUS+ KA103 programme (exceptions: see “Erasmus+ and PROMOS“). Stays abroad to work on final theses, on the other hand, are eligible for funding without restrictions (without course attendance). Doctoral students are not eligible for financial assistance for study or research abroad periods.

b) Student Internships
→ with a duration from six weeks to six months with monthly instalments and/or one-off travel allowances worldwide except for countries participating in the ERASMUS+ KA103 programme (exceptions: see “Erasmus+ and PROMOS“). Doctoral students are not eligible for financial assistance.

Please note: Internships matching specific DAAD (German Academic Exchange Service) programmes cannot be funded in PROMOS. This pertains to internships at international organizations (e.g. UNO), EU institutions and institutes and organisations managing EU programmes, at diplomatic representations
of Germany, as well as German humanities institutes, Goethe institutes, and German schools abroad. Please apply directly to the DAAD.

Travel allowances for internships organised through IAESTE, AIESEC, bvmd (German Medical Students’ Association), ZAD (German Association of Dental Students) and ELSA (European Law Student Association) must be applied for directly through said organisations.

c) Language courses abroad

→ for students and doctoral students with a duration from three weeks to six months with monthly instalments and/or one-off travelling allowances and/or a one-off course fee allowance of 500.- €.

Only courses at public or private universities abroad are eligible for assistance; no assistance can be granted for courses at other institutions. A non-exhaustive list of universities offering courses can be found on the DAAD website https://www.daad.de/ausland/sprachen-lernen/de. In general, the course must contain a minimum of 25 hours per week.

d) Subject-related seminars abroad

→ for students and doctoral students with a duration from 5 days to six weeks with monthly instalments and/or one-off travelling allowances and/or a one-off course fee allowance of 500.- €.

Summer courses at foreign universities are for example regarded as subject-related seminars. Participation in congresses and conventions is not eligible for funding.

e) Study trips

→ for a minimum of five students and/or doctoral students for a maximum duration of 12 days with a daily living allowance of 30.- € per person for travelling to EU countries, Iceland, Liechtenstein, Norway, Switzerland and Turkey. For all other countries, the daily living allowance is 45.- € per person. The group must be accompanied by at least one professor or lecturer, who is not eligible for the daily living allowance. The main objective of the trip in addition to conveying subject-related knowledge and cultural information about the host country is to be meeting local students and scientists. Journeys with a predominantly touristic objective, lecture tours and trips to congresses and conventions are not eligible for funding.

f) Contest tours

→ for a minimum of five students or doctoral students and a maximum duration of 12 days with a daily living allowance of 30.- € per person for travelling to EU countries, Iceland, Liechtenstein, Norway, Switzerland and Turkey. For all other countries, the daily living allowance is 45.- €. The contestants do not need to be accompanied by a professor or lecturer. Trips for participation in international student contests abroad, such as world championships in programming, EU simulation events, etc. are eligible for funding.
3. Funding rates

The funding rates are determined exclusively by the specific DAAD partial fellowship rates for each country, the DAAD travelling allowances, daily living allowances (for study trips) and the course fee allowance (see document “Allowances” on the homepage). The amount of these allowances are categorically not subject to change. Individual allowances can be granted (e.g. only travel allowances or only daily living allowances) and partial funding of the stay abroad is possible (e.g. actual duration of 6 months, funding for 4 months). Full or partial funding of tuition fees is not possible.

Please note: According to an agreement between the New Zealand Ministry of Education and DAAD, PROMOS scholarship recipients (similar to individual DAAD scholarship recipients) are generally only charged the lower tuition fees for national residents (“in-state tuition” or “domestic fee”). However, this must be clarified with the host university before the beginning of the stay. In case of problems, please contact the DAAD Department 513.

a) Special needs

Scholarship holders with special needs may apply for additional funding of up to 10,000 Euro, if the stay abroad causes additional costs not covered by any other institution. Furthermore, verification of your degree of disability (min. 50%) is required and evidence for your expenses in form of receipts is needed after the completion of your stay abroad.

4. DAAD Group insurance

Scholarship holders have the possibility of insuring their stay abroad via the DAAD group insurance (health, accident and liability insurance):

www.daad.de/versicherung/allgemein/bedingungen/en/14380-daad-insurance-destination-abroad/

5. Combination rules

a) PROMOS and PROMOS

PROMOS scholarships can generally be combined, however, the total duration of funding within one education segment (ending with the completion of a bachelor’s or master’s degree, diploma, state examination, etc.) must not exceed six months. In a new education segment, students can become eligible for PROMOS assistance again, even at the same university. Students can receive funding for “language courses”, “subject-related courses” and “study trips” in spite of having already received
funding for six months within the same educational segment (for example 6 months of study abroad + language course).

b) Erasmus+ and PROMOS
In the event of existing Erasmus+ KA103 cooperation agreements with foreign universities, assistance through semester scholarships under PROMOS is generally not possible in the relevant subject areas. Assistance under PROMOS is only possible, if students are excluded from further Erasmus+ KA103 studies abroad.

c) Individual DAAD scholarships and PROMOS
Individual DAAD scholarships and PROMOS scholarships cannot be granted simultaneously.

d) BAföG and PROMOS
Regular BAföG benefits are exempt. Recipients of foreign BAföG are not eligible for travelling allowances. The partial scholarship rates are exempt up to an amount of 300 Euro/month.

e) Gainful employment abroad
While receiving the scholarship, any gainful employment is subject to prior approval by the university. The objective of the funded study abroad must not be jeopardised by the student’s employment. In cases of doubt, the DAAD Department 513 must be informed. Compensation for internships of up to 512 Euros per month is exempt.

f) Deutschlandstipendium and PROMOS
Simultaneous funding through the Deutschlandstipendium and PROMOS scholarship is possible without exceptions.

g) Other scholarships and PROMOS
Private funding granted by other funding institutions can be combined with funding through PROMOS without exceptions. In case of public funding for the stay abroad through German sponsors or funding institutions, combination possibilities depend on the funding purpose. That is to say, funding through PROMOS is not possible when German public funding is received for the same funding purpose. Students must also report funding through PROMOS to possible other sponsors or funding institutions.
Example: If your travel expenses are funded through other public funds, you are not eligible for PROMOS travel allowances. Other funding such as partial scholarships, on the other hand, is possible.
6. Selection procedure for individual scholarships

Decisive selection criteria within the University are the student’s qualifications and performance, the relevance of the planned period abroad for his/her studies so far and for the faculty’s internationalization strategy (see document “Internationalisierungsstrategie” on the PROMOS homepage), as well as the necessary language proficiency to master the stay abroad.

Additional secondary criteria may be: the degree of preparation (i.e.: intercultural trainings) including previous knowledge about the foreign university, in particular its facilities for instruction and research, qualifications outside the student’s subject area and general personal attributes such as engagement in the support of international students, commitment in academic self-administration and higher educational policy, communication and interaction skills beyond the boundaries of the student’s own subject-area, as well as other political, social or cultural interests and relevant engagement.

Assistance for internships abroad requires submission of a confirmation from the prospective employer or an internship contract signed by both sides specifying the type of employment, the duration of the internship and the remuneration for the internship, if any.

<table>
<thead>
<tr>
<th>Assessment factors</th>
<th>Weighting factor</th>
<th>Assessment: please enter number between 1 (not suitable for funding) and 10 (very good)</th>
<th>Weighted Assessment</th>
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<tbody>
<tr>
<td>Assessment of academic performance in accordance with the university’s grading standards and the number of semesters studied (see past test performances or intermediate exams etc.)</td>
<td>30%</td>
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<td>0</td>
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<tr>
<td>Assessment of motivation, relevance of plans, language skills in working and national language, degree of preparation and extracurricular engagement</td>
<td>30%</td>
<td></td>
<td>0</td>
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<tr>
<td>Relevance of study abroad for the faculty’s internationalization strategy (factors such as mobility through a partnership with another university, a double degree program, obligatory stays abroad, free mover etc. may play a role here)</td>
<td>40%</td>
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<td>0</td>
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<td><strong>Total</strong></td>
<td><strong>Max 100</strong></td>
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To apply for assistance (except study trips), please fill in the online form (for link refer to the homepage).
Will filling in the form you will also have to upload the following documents:

- letter of motivation explaining the relevance of the planned stay abroad in regards to your previous studies (max. 1 page)
- curriculum vitae in table form
- overview of examination results so far
- copies of degree certificates, if any
- evidence of language proficiency, extracurricular commitment and preparation measures (e.g. intercultural training, etc.)
- for internships: confirmation letter from the prospective employer specifying the period and type of employment

7. Selection procedure for study trips

Subject matter description

Study trips of at least five students and/or doctoral candidates with a maximum funding duration of 12 days. Apart from acquisition of subject-related knowledge and cultural information about the host country, meeting foreign students and scientists should be the main objective of the study trip. Journeys with predominantly touristic objectives are not eligible for assistance. Neither are lecture or congress trips.

Framework conditions

- A maximum of three study trips are funded per application period (31.03. for the second half of the same year, 30.09. for the first half of the following year).
- A maximum of one study trip per faculty is funded for each application period.
- Only students and doctoral candidates as described in chapter one are eligible for living allowances.
- Accompanying lecturers are not eligible for funding through PROMOS
- Journeys with predominantly touristic objectives are not eligible for assistance.
- Lecture or congress trips are not eligible for assistance.

Formal criteria
- At least five students or doctoral students enrolled at the University of Göttingen have to participate in the study trip
- The study trip has to be accompanied by at least one university lecturer
- The duration of the study trip must be at least five days without the journey to and from the destination.
- Through the study trip, students must acquire credits in a module which must be embedded in the study regulations of one of their areas of study.
- The study trip must be linked to a preparatory and follow-up session.
- The study trip must be preceded by an invitation from a university or research facility in the targeted area of study.
- A financing plan must be developed for the study trip, detailing how the arising expenses can be covered.

**Criteria for Assessment**

- If all formal criteria are met, the study trip will be assessed by the PROMOS delegates in the faculties.
- It will be assessed according to the criteria with 50% each:
  - Technical quality (on a scale of 1 to 10, 10 being the best)
  - Quality of exchange and opportunities to meet with local students and scientists (on a scale of 1 to 10, 10 being the best)
- In case no decision can be reached based on the aforementioned criteria, the following criteria will be taken into consideration for the decision-making process:
  - Higher share of third-party funds in the total funding of the study trip
  - Study trips embedded in the area of study will have priority before those targeting competences beyond the area of study (in accordance with creditability of the module)
  - Study trips in response to an invitation from a university or research facility with which a Memorandum of Understanding (MoU) exists will be given priority.

To apply for assistance, please submit the following documents as a PDF (one document, max. 2MB) to patrick.lajoie@zvw.uni-goettingen.de
• detailed description of the programme, including schedule
• description of participants’ preparation and follow-up work regarding the content
• detailed financing plan
• invitation letter from the foreign university or research facility + any contracts or agreements
• list of participants
• description of module